

Wayne County Domestic Relations
Employment Opportunity

Position: Enforcement/Conference Officer	Date: February 2016
Status: Full-time (35 hours per week)	Starting Salary: \$26,060.00
Union/Association: The Wayne County Probation and Domestic Relations Employees Association	Reports To: Director

Position Summary: This position will entail both conference and enforcement responsibilities.

The primary functions of the conference component of the position will be to establish and modify recommendations regarding child and spousal support in accordance with all Federal and State regulations.

The primary functions of the enforcement component of the position will be to maintain a designated caseload, provide assistance to clients, monitor case compliance, and enforce support orders in accordance with all Federal and State regulations.

Essential Duties and Responsibilities:

Conduct establishment and modification conferences related to child support, medical support, and/or spousal support.

Attend Court for contempt and appeal proceedings.

Maintain contact with clients and update records accordingly.

Maintain accurate case records within the Pennsylvania Child Support Enforcement System (PACSES).

Enforce the Court's orders by diligently utilizing the means available to collect outstanding obligations.

Attend trainings and workshops as assigned.

Comply with all Federal and State regulations.

Operate under the direct supervision of the Wayne County Court of Common Pleas.

Position Requirements: Knowledge of automated computer systems and experience with Microsoft Word, Outlook, and Excel.

Effectively communicate in oral and written forms.

Read, calculate, comprehend, and interpret statistics, general business materials, and governmental regulations.

Ability to remain calm in stressful situations and deal appropriately with emotionally charged individuals.

Maintain confidentiality and maintain a professional demeanor.

Work as a team player.

Manage time efficiently.

Education/Experience: Applicant must have a high school diploma or general equivalency diploma.

Related experience and/or an Associate's or Bachelor's degree from an accredited college or university is preferred.

Within six months of hire, the applicant must successfully complete the State's new hire training with a score of 80% or higher to maintain employment.

Application: Please send a letter of interest, resume, and three references to: Mary Ann Swingle, Director, Wayne County Domestic Relations Department, 925 Court Street, Honesdale, PA 18431.

Application deadline: March 18th, 2016

Please note the information contained in this employment opportunity is intended to describe the general nature of the position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for performing the job.